

CONFIRMED

LIVERPOOL HOPE UNIVERSITY

JOINT CONSULTATIVE AND NEGOTIATING COMMITTEE

Minutes of the Meeting held on 9th June 2020

PRESENT: Dr S Marwood (Chair), Dr G Anderson, Ms S Beecroft, Mr A Catterall, Mr B Grice, Revd Professor Newport, DrDS Rye, Ms L Thompson

SECRETARIAT: Mr M Jones

APOLOGIES: Ms L Mottram

1. Minutes of the previous meeting

Members had received minutes of the 20th February 2020 meeting. Mr Catterall informed members that the Parental Bereavement Policy (actum 3(i)) has now gone through Staffing Committee. Dr Rye requested that the spelling of his name be corrected.

Pending this correction the minutes were **APPROVED** as a correct record.

Members had received minutes of the 30th March 2020 meeting of JCNC Working Group. These were **APPROVED** as a correct record.

2. Matters Arising

(i) Athena SWAN & Aurora (30th March meeting)

Professor Newport confirmed that he had discussed this matter with senior colleagues and that he would provide an update later in the agenda.

(ii) Workload Proposal Paper (30th March meeting)

Dr Anderson confirmed that he and Dr Rye had done this.

(iii) Formation of Sub-Group (30th March meeting)

Mr Catterall confirmed that a sub-group had formed, as directed, and had met.

(iv) Hourly Paid Lecturers (30th March meeting)

Mr Catterall reported that Ms Mottram has produced the report and that an update would be provided later in the agenda.

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3. **Joint statement from management and UCU on progression of talks in relation to a multi-component workload model.**

The Chair informed colleagues that the intention was to provide a joint statement giving an update on the outcome of the JCNC Working Group meeting of 30th March 2020. Professor Newport reported that at the meeting it was agreed that the University and UCU would work towards a new Workload Model which would encompass all aspects of the academic role, with an allocation for teaching hours (including, but not limited to, formal contact hours, research, administration and other responsibilities). The proposed model would also factor in a small allocation of hours to make the model more flexible. Drs Anderson and Rye confirmed that this encapsulated the substance of the meeting's discussion. Professor Newport emphasised the importance of defining terms within the model (eg 'teaching related duties'). Professor Newport informed members that the Head of School would be responsible for managing the allocation of the flexible element of the proposed model.

Professor Newport added that he envisaged a bespoke arrangement for colleagues in Teacher Education, due to the nature of the role of Professional Tutor in that area. Drs Anderson and Rye concurred with this view.

4. **UCU**

a. **Four Fights**

Dr Anderson noted that at a local level UCU's focus is currently on the Workload Model. Citing the discussions which took place at the JCNC Working Group, Dr Anderson suggested that while responsibility for managing the flexible element of the new Workload Model would lie with Heads of School, subject leads would be able to have input into this decision making process. Professor Newport noted that Heads of School have been informed of the proposed new model and have agreed to it. Professor Newport added that he would be running workshops for Heads of School, advising them about how to manage the new model.

Mr Catterall raised the issue of perceived disparities between schools, expressing the hope that all colleagues would recognise that an arrangement which works for one school may not work for another. Dr Anderson agreed with this sentiment. Dr Rye suggested that best practice in relation to the Workload Model might be shared between schools. Mr Catterall concurred with this and suggested that JCNC meetings would provide a mechanism for this.

Professor Newport informed members that in instances where colleagues are experiencing challenges in relation to their workload it would be the responsibility of the Head of School to look into this, adding that he would be willing to advise on these matters. Mr Catterall suggested that a stage be inserted into the process, between discussions at School level and a formal grievance.

Dr Anderson asked whether PGT and PGR will be included in the overall 800 hours. Professor Newport confirmed that this was the case. The Chair asked whether the '300 hours' referred to UG teaching. Professor Newport responded that this covered formal contact teaching hours. Dr Rye noted that supervising a PGR student represented a substantial commitment. Professor Newport emphasised that the focus of the new Workload Model is on the 800 hours, adding that the allocation of these hours is the responsibility of the Head of School. Dr Anderson asked Professor Newport to confirm that under the new Workload Model PGT and PGR would be counted as teaching (ie within the 800 hours). Professor Newport confirmed that this was the case.

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b. Gender Pay Gap

Dr Rye praised the University's stance on not outsourcing services, and the opportunities afforded to students by Hope Works. Dr Rye suggested that a substantial gender pay gap existed at senior levels of the University. Dr Rye suggested that continued engagement, and investment, with Athena SWAN and Aurora, along with annual G8 to G10 promotion exercises, might play a role in remedying this. Dr Rye asked whether female academics are currently encouraged to apply for senior positions. Mr Catterall confirmed that this was the case. Professor Newport informed members that the University is currently considering the outcome of the Athena SWAN review, and confirmed the University will continue its engagement with the Aurora programme. Dr Anderson voiced the opinion that annual promotions exercises would work to address the gender pay gap at senior levels in the longer term. Professor Newport suggested that feedback from female colleagues who were unsuccessful in applying for senior positions could prove useful to any future bid for Athena SWAN status. Dr Anderson suggested that ongoing support of the Aurora programme and a further attempt to attain Athena SWAN status would assure female colleagues of the University's commitment to eliminating the gender pay gap at all levels.

c. Casualisation

Dr Anderson praised the University's stance on keeping services 'in-house' and noted that Liverpool Hope is a sector leader in this regard. Dr Anderson raised the issue of hourly paid staff who have been at the University for a number of years and asked whether a path could be opened whereby such people could gain full employee status. Mr Catterall informed members that according to research carried out by Ms Mottram, the number of hourly paid staff at 0.4 or above who have been at the University for two or more years is currently around 60. Mr Catterall added that eleven hourly paid lecturers have moved onto contracts with the University in the past year and fourteen colleagues on fixed term contracts have become permanent employees in the past year, of whom ten were academic staff. Mr Catterall informed members that in instances where a case is put forward for moving an hourly paid lecturer onto a contract, the case is given due consideration. Mr Catterall advised that the correct process for such cases is that the Head of School contacts Professor Newport.

d. COVID-19

Dr Anderson asked for further information about preparations for the return to campus, including risk assessments, and measures to protect vulnerable members of staff. Mr Catterall assured members that four working groups have been established to manage the return to campus, Staffing, Estates, Health & Safety and Student Experience. Mr Catterall added that he is willing to meet with unions on a weekly basis to update them on developments.